



COUNTY OF LOS ANGELES

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May 9, 2007

To: Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Jon W. Fullinwider
Chief Information Officer

Michael J. Henry, Director
Department of Human Resources

Subject: **REQUEST FOR PROPOSAL TO ACQUIRE A SOFTWARE SOLUTION
AND IMPLEMENTATION SERVICES FOR AN EMPLOYEE
PERFORMANCE MANAGEMENT SYSTEM**

In March of 2005, your Board approved the updated County Strategic Plan, which defined a strategy for implementing an enterprise performance management program. At the direction of the Guiding Coalition, the Department of Human Resources with support from the Chief Information Office, the Internal Services Department, and County Departments, is issuing a Request for Proposal (RFP) to acquire an enterprise Employee Performance Management System (EPMS).

The EPMS software will be competitively acquired through the Purchase Order process as a commercially available off-the-shelf solution. Minimal services for product configuration, implementation and training will be included. Any additional services will be acquired under the County's Information Technology Support Services Master Agreement (ITSSMA).

The EPMS solution selected, when implemented, will become the County standard for communicating performance objectives and expectations; aligning employee performance and desired work behaviors with County and department strategic initiatives and values; and facilitating communications, tracking and timely completion of employee performance reviews. There are numerous solutions available based on the research and demonstrations we have seen during the requirements gathering process leading to the development of the RFP.

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The key objective of the project is to establish a common and enforceable approach for conducting employee performance reviews against an established set of performance standards for each job classification.

As the project progresses, we will provide your Board with periodic updates.

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c: IT Board Deputies
Department Heads
Information Systems Commission